

Department of Children and Families
JOB OPPORTUNITY
Social Work Case Aide
Part-Time (22 hours per week)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: New Haven Area Office-One Long Wharf Drive New Haven, CT 06511

Job Posting No: JR10822NH

Hours: Part time, 22 hours per week, Wednesday to Saturday (1:30 to 7 pm)

Salary: \$22.24-\$28.19 per hour

Closing Date: January 26, 2016, close of business

EXAMPLES OF DUTIES:

Transports children and/or clients to and from supervised visits, medical and other service appointments and court appointments; supervises family visitation sessions in office and/or home settings; observes interaction of parent(s) and child during visits and takes notes regarding interaction of family for review by Social Worker and inclusion into case file; prepares reports regarding client contacts; accompanies Social Worker on emergency and other field visits especially in cases where an interpreter is needed; supervises children in regional office during emergency procedures; obtains medical, social and other records to assist professional staff in developing family history; makes collateral contacts to community agencies such as schools, doctors, police and social service agencies to obtain necessary information; picks up and delivers cars for servicing; assists clients in completing forms relating to assistance or service requests; may perform clerical activity such as typing narratives, filing and obtaining case files and copying and arranging various documents, referral information and other written material; may shop for clients for food, clothing and household items; may act as an interpreter for staff in cases involving non-English speaking clients or individuals; may testify in court regarding information directly observed in client contacts; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of agency programs, policies and procedures; knowledge of human behavior and family dynamics; interpersonal skills; oral and written communication skills; ability to prepare clear and concise reports of client contacts; ability to observe, record and report significant aspects of client contacts.

General Experience: Two (2) years of experience providing social and/or human services to children, youth or families or performing basic technical or complex clerical duties in social or human services is required.

Substitution allowed: College training in a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years for an Associate's or Bachelor's Degree.

Special Requirements: 1. Department of Children and Families: Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's License.

2. Incumbents in this class are required to travel.

3. Incumbents in this class may be required to speak a foreign language.

Note: The filling of this position shall be in accordance with reemployment, transfer, promotion, SEBAC and merit employment rules.

Application Instructions: Interested and qualified applicants who meet the above requirements must submit a CT-HR-12 (State application), resume, letter of intent, three (3) letters of supervisory reference to the address listed below. Current state employees must include their two most recent performance appraisals in lieu of references. Please specify the posting number # **JR10822NH** on all application materials. Incomplete application packets will not be considered. Application materials may be mailed to the address listed below **or faxed to 860-707-1962.**

**Department of Children and Families
One Long Wharf Drive
New Haven, CT 06511
Attn: Jasmyn Raymond-Human Resources**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.